

4 FAM 500

PAYROLL, TIME AND ATTENDANCE, AND LEAVE ACCOUNTING

4 FAM 510

GENERAL POLICIES

*(CT:FIN-421; 04-24-2013)
(Office of Origin: CGFS/FPRA/FP)*

4 FAM 511 POLICIES

(CT:FIN-365; 10-4-2004)

- a. It is Department policy to pay all employees, including FSNs and PSCs, on a biweekly basis 12 days after the end of the pay period, after making all deductions, allotments, and adjustments, required or elected, in accordance with applicable law and regulations and generally accepted accounting principles.
- b. All personnel involved in payroll operations strictly adhere to the Department's management control standards contained in the 4 FAH-3 H-519. Key operational duties and responsibilities in authorizing, processing, recording, and reviewing transactions must be assigned to different individuals to provide separation of duties. Authority to transact or access data is limited to authorized payroll personnel. The Department's automated pay systems have adequate management and accounting controls in place to produce an accurate and timely payroll.
- c. The supervisor of each office in the Department or the management officer at each post must ensure that leave and attendance records for all employees of the office are accurately maintained for computation, review, and audit purposes. The roles of supervisors and timekeepers are critical to the payroll process and to the accuracy of pay and leave computations.
- d. Detailed authorities, definitions, and procedures are contained in 4 FAH-3 H-510 through 4 FAH-3 H-550.

4 FAM 512 THROUGH 519 UNASSIGNED